Colchester Public Schools

Budget Transfer - Less than $5,000

Superintendent Approval

School/Department: Bacon Academy

Reason for Request: To fund the cost difference to purchase software necessary for course work in accounting/business education classes.

Reason for Available Funds: No funds are available to cover the increased cost of imperative Cengage software resulting in a reduction of funds in instructional supplies.

	Account Number	Account Name	Amount
From:	100704-42611	Instuctional supplies	$606.00
To:	100704-42641	Textbooks	$606.00

7.5.22 — Date Requested — School Principal, Program Director or Supervisor

7/7/22 — Date Reviewed — Chief Financial Officer

7/22/22 — Date Approved — Superintendent of Schools

Date Notified — Board of Education Clerk